

Vacancy Announcement #P00-293 DMH

VACANCY ANNOUNCEMENT

POSITION: Criminal Investigator, GS-1811-13
OR
ATF Specialist, GS-1854-13
(Senior Operations Officer)

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Office of Training and Professional Development (TPD)
ATF Academy, Administrative Operations Branch (AOB)
Glynco, Georgia

NOTE: TOP SECRET CLEARANCE REQUIRED

OPENING DATE: August 14, 2000 **CLOSING DATE:** September 13, 2000

AREA OF
CONSIDERATION: Bureau-wide

MAJOR DUTIES: The incumbent is responsible for insuring that Bureau training needs carried out by the AOB are met, and through the Chief, AOB, coordinates these needs with the various functions within the Bureau and the Federal Law Enforcement Training Center (FLETC). Plans and coordinates projects, prepares reports, and develops and implements trainee and instructor policy and procedures affecting the ATF Academy. Oversees project or program progress and provides guidance and direction which includes making policy and operational recommendations in consultation with the Chief, AOB. Reviews and evaluates appropriate governmental and non-governmental training programs in the context of their applicability to the Bureau, and makes recommendations to the Chief, AOB concerning the utilization of such training programs. Must keep informed on a continuing basis concerning new developments in training technology as they impact on the Bureau's training programs. Responsible for coordination of office priorities and analytical studies in which he/she is involved, and may interact on the most complex and discreet issues with all management levels in TPD and Bureau Headquarters, and top levels in other law enforcement agencies. Participates in the development of long-range strategic planning, operating plans and utilization of resources at the Academy. Conducts operational reviews, assesses the effectiveness and efficiency of program operations, identifies problem areas, and makes recommendations for improved operational effectiveness. Assists the Chief, AOB in the day-to-day operations of the staff and assists in coordinating the ATF training schedules with FLETC. Coordinates in the development of the Academy's policy prescribing and/or affecting the acquisition, utilization and disposition of ATF personal property, and ensures the implementation of such policy and compliance with ATF guidelines. Controls the acquisition of ATF Academy property and implements and maintains the Academy's property records. Maintains a current and accurate property accountability reporting system suitable for proper inventory control, which will assure proper monetary balances with the financial accounts as required.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the next lower grade level in the Federal service.

Specialized Experience: is experience which is directly related to the duties of the position to be filled and which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position.

FOR THE GS-1811: Experience which is in or directly related to investigation of criminal violations that provided the specific knowledge, skills, and abilities to successfully perform the duties of the position. Examples of qualifying experience include:

Leadership of or membership in a military intelligence or criminal investigative team or component in which the principal duties consisted of security investigation, intelligence gathering, or criminal prosecution. Analyzing or evaluating raw investigative data and preparing comprehensive written investigative reports. Investigating criminal cases requiring the use of recognized investigative methods and techniques and that may have included appearing in court to present evidence. Supervising or conducting interviews or interrogations that involved eliciting evidence, data, or surveillance information. Law enforcement work which in 50 percent or more of the time involved criminal investigations requiring the use of surveillance, undercover, or other criminal detection methods or techniques.

Non-Qualifying Experience: Experience that did not require the application of investigative techniques is not qualifying. This would include routine police or guard work involving traffic patrol, control of access to buildings, or similar duties.

FOR THE GS-1811: MUST DISPLAY AND MAINTAIN REQUIRED PROFICIENCY WITH FIREARMS, AS DESCRIBED IN ATF POLICY.

FOR THE GS-1854: Experience which demonstrates knowledge of at least one of the following areas:

Federal laws and regulations regarding the production, processing, storage, distribution and tax system of distilled spirits, wine, beer, tobacco products, and the manufacture, distribution, and transfer of firearms and explosives. Equipment, operations, records, and processes at distilled spirits plants, wineries, breweries, or tobacco products factories, and used in the firearms and explosives manufacture and distribution trade. Principles and practices of accounting or auditing (less than full professional knowledge). Inspection or investigative techniques.

In addition to the knowledge described above, applicants must have demonstrated ability in ALL of the following areas:

Ability to recognize situations where tax revenue may be endangered. Ability to solve problems and devise techniques for accomplishing work objectives where few precedents or guidelines are available. Ability to deal with others with poise, tact, and good judgment. Ability to organize information and communicate orally and in writing.

All applicants must meet qualification requirements within 30 days of the closing date of the announcement.

EVALUATION METHODS: Status applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; QSI, SSP, Special Act and Suggestion awards; current performance appraisal; and the Supplemental Experience Statement. Non-status applicants will be evaluated on relevant experience and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best qualified applicants.

SUPPLEMENTAL EXPERIENCE STATEMENT

Describe on separate sheets of paper your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Ability to develop and implement programs which support the Bureau mission and/or Government-wide requirements.
2. Ability to negotiate with others in a way that develops understanding of proposals and plans, and a commitment to share information and to serve as a team leader.
3. Ability to manage and control physical resources and material utilized in Academy training programs.
4. Demonstrated ability to communicate in writing and orally in order to serve as an instructor, prepare reports and recommendations, and evaluate training programs.
5. Knowledge of management principles, functions, theories, and processes with a particular emphasis in the area of organizational development and associated performance areas, in order to plan and direct operations, coordinate and organize assignments, develop operational policy, and participate in long-range strategic planning.

CONDITIONS OF EMPLOYMENT: The following statements are applicable if checked:

- ☐ A pre-employment physical is required.
- ☒ A pre-employment drug test is required. For the GS-1811: Position is subject to random drug testing. The tentative selectee (if not currently occupying an ATF testing designated position) will be required to submit to urinalysis to screen for illegal drug use.
- ☒ A pre-employment background investigation is required.
- ☒ Incumbent must be a U.S. citizen.
- ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- ☒ Reimbursement for travel and relocation expenses will be authorized.
- ☐ Subject to a supervisory/managerial probationary period.

GENERAL INFORMATION:

1. Applications will not be returned to applicants.
2. Applications must be received by the closing date of this announcement.

NOTE: Full performance level of position is GS-13.

HOW TO APPLY:

Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, through Internet, (Telnet connections only at FJOB.Mail.OPM.GOV). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade and vacancy announcement number for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, number of hours and institutions.
9. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
10. Clear identification of U.S. citizenship.

Additional information/completed forms should be submitted, if checked:

- ☒ Written response to the Supplemental Experience Statement.
- ☐ DD-214, if claiming 5 point preference. (For non-status consideration only.)
- ☐ Both DD 214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)
- ☐ College transcripts of lists of college courses.
- ☒ Race and National Origin Identification Form (Optional). Information submitted will be used for statistical reports only.
- ☒ Performance appraisal, dated within the last year.
For the GS-1811 only: If you do not submit an annual performance appraisal dated within the last year, you may choose to submit your last 3 appraisals - they will be added together and averaged to arrive at a score for that portion of the ranking. If your application package does not contain all other supporting documentation, you MAY NOT be considered for this position. (For status consideration only).
- ☒ Current/former Federal employees - SF-50 reflecting competitive status.
- ☐ Applicants with disability or veterans eligible for non-competitive appointment. Provide appropriate documentation.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class. (For status consideration only.)
- ☒ Applicant Response Form

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Personnel Division
Room 4170
Attn: Diane Howard
650 Massachusetts Ave., NW
Washington, DC 20226
(202) 927-8630

Telecommunication Device for the Deaf (TDD) users call (202) 927-7964.

TO FIND OUT ABOUT OTHER JOB OPPORTUNITIES IN THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS USE WEBSITE WWW.USAJOBS.OPM.GOV or WWW.ATF.TREAS.GOV

THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES ON A CASE-BY-CASE BASIS. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE POINT OF CONTACT LISTED ON THIS VACANCY ANNOUNCEMENT.

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, AGE, SEX, NATIONAL ORIGIN, NON-DISQUALIFYING DISABILITIES, SEXUAL ORIENTATION, MARITAL STATUS, POLITICS, RELIGION, OR ANY OTHER NON-MERIT REASON.